

**Bylaw Review Committee Meeting  
Tuesday, June 5, 2018  
First Floor Meeting Room, Town Hall**

Members present: Bernard Kubiak, Robert Ritchie.

Staff present: Economic Development Director Geoffrey Kravitz

Meeting convened at 9:30 AM

No public comments.

Minutes: accepted by unanimous consent

Ritchie and Kravitz met to retool the project, streamline process. Original version of the bylaw will be draft zero, draft 1 should be what pieces will be eliminated. Shade blue what should be carried over, shade orange as a signal when there are items that need rethinking/revision. With draft 2, do a serial revision article by article, conduct a substantive review.

Task for this meeting is to create draft 1, strikethrough, blue, orange shading.

Fees and charges, fines – adopt a standard format and insert at the end of each section a description of fines, enforcing party, non-criminal disposition. Create a similar format for fees, charges for other bylaws (forming a data block).

Administrative section of the bylaws – some sections have section specific terms and should likely remain with the bylaw. In the administrative section, make reference to the section of the bylaw where the definition occurs.

The committee reviewed the bylaw according to the agreed upon color scheme to create Draft 1 as a baseline document.

Areas that require no substantive changes but all necessary substations of titles will be color coded green and moved into the Draft 1A. The Committee conducted a review of Article 1 of the bylaws following the agreed up conventions.

GK will produce version 1, color coded, and then a version to containing changes recommended today to produce version 2A. Discussion for the next meeting will start with Article 2 based on draft 2A.

Draft 0, Draft 1 and Draft 2A along with a conventions list and explanation of color coding, will be posted to the website for public information purposes.

The meeting adjourned at 12:15, unanimous consent

Respectfully submitted,

Bernie Kubiak, Clerk Pro Tem

Documents referred to: Draft 0 of the Town Bylaws